

# Maintenance and Education PROJECTS



2010 RCO Grant Programs

Dan Haws and Greg Lovelady

If you want to:

- **Maintain a trail or closely related facility**  
- or -
- **Sponsor education for trail safety and/or environmental awareness**



...Then you are in the right place

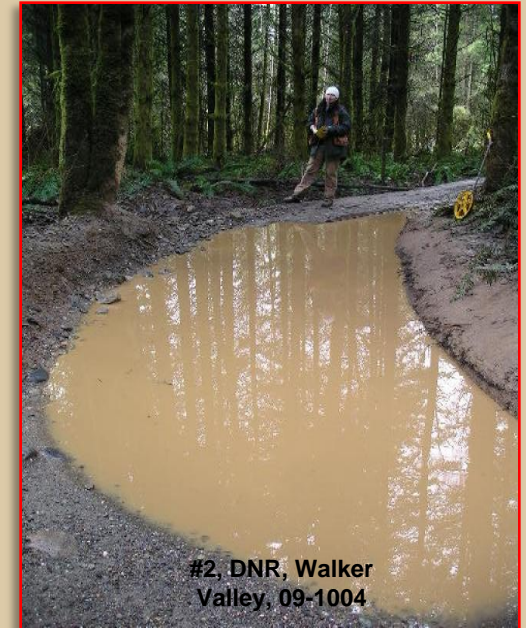
*(We will also briefly discuss boater education in the BIG Program)*

## Session Outline

- What are the key definitions?
- Which grant programs allow maintenance & education?
- What costs are eligible?
- Are there other important program details?
- What are some typical projects?
- Completing the application
- Where can I get more information?



- **What is a maintenance project?**
  - Means: the regular upkeep needed to keep a trail or trail facility open
  - Examples:
    - Cleaning and repairing water control structures
    - Grooming snow trails
    - Buying maintenance gear
    - Clearing debris and encroaching vegetation





- What is *not* a maintenance project?
  - Plans: feasibility, environmental, and/or site planning
  - Construction: of a new trail segment
  - Restoration: of trails, railroad trestle trails, trailheads, etc.



- Which grant programs allow maintenance and education projects?
  - Recreational Trails Program (RTP ~ maintenance and education projects)
  - Boating Infrastructure Grants (BIG ~ education only)



- Eligible maintenance costs

- Equipment (for maintenance)
- Communications (advertising, postage, printing, etc.)
- Insurance (for liability)
- Professional services
- Salaries and benefits
- Supplies (small tools, minor equipment, training, etc.)
- Transportation/travel
- Utility service
- Sales tax





- **Ineligible** maintenance costs

- Sidewalks and trails in a highway corridor
- Urban trails
- Law enforcement
- Feasibility studies, master plans, and impact studies
- Costs incurred before receipt of signed authorization from RCO
- Unsubstantiated costs
- Items not in the signed project agreement
- Bonuses
- Ceremonial costs
- Damage judgments
- Preparation of the grant application
- *See also* page 12, Manual 16



- What is an education project?

In RTP, it means: *work that directly conveys a trail safety or environmental protection message.*

- What is not an education project?

- Examples: in RTP it would not be a project that developed a roadside interpretive area with parking, fencing, and restrooms ~

the signs, however, would be eligible

- Patrols that provide enforcement would not be eligible.



- What is an education project in the Boating Infrastructure Grants (BIG) Program?
- Production and distribution of charts, guides, and brochures to provide information and enhance boater education



- Important details

1. **Time:** Maintenance and education projects can last up to two years

2. **Matches:** match vs. grant – no difference, *all must be eligible*



3. **Donations**, overview:

- a. Donations must be integral to the project
- b. Amount RCO reimburses will not exceed sponsor's "out of pocket" outlay
- c. All donations must be well documented

- Important details, *continued*

- 4. Donation categories *(no financial reimbursement is provided)*



- a. \*Corrections labor
    - b. Force account
    - c. Cash
    - d. Equipment
    - e. Materials
    - f. Labor

\* *(RCO allows some reimbursement)*



- Important details, *continued*

- 5. Is it a maintenance or development project?

- a. Maintenance (*get it right!*)

- Minor repairs, painting, maint. equipment purchase
    - Log-outs, brushing, litter removal
    - Water structure cleaning, filling holes, some trail obliteration
    - *Having trouble deciding? Contact RCO.*

- b. Develop or renovate

- (to RCO, “heavy maintenance” is not maintenance)

- Trail, trailhead, camping
    - Water structures, bridges, fencing, buildings

- Important details, continued

## 6. Providing graphics for project evaluations

### a. Location map

- Clearly identify the project site and major landmarks
- Uncluttered



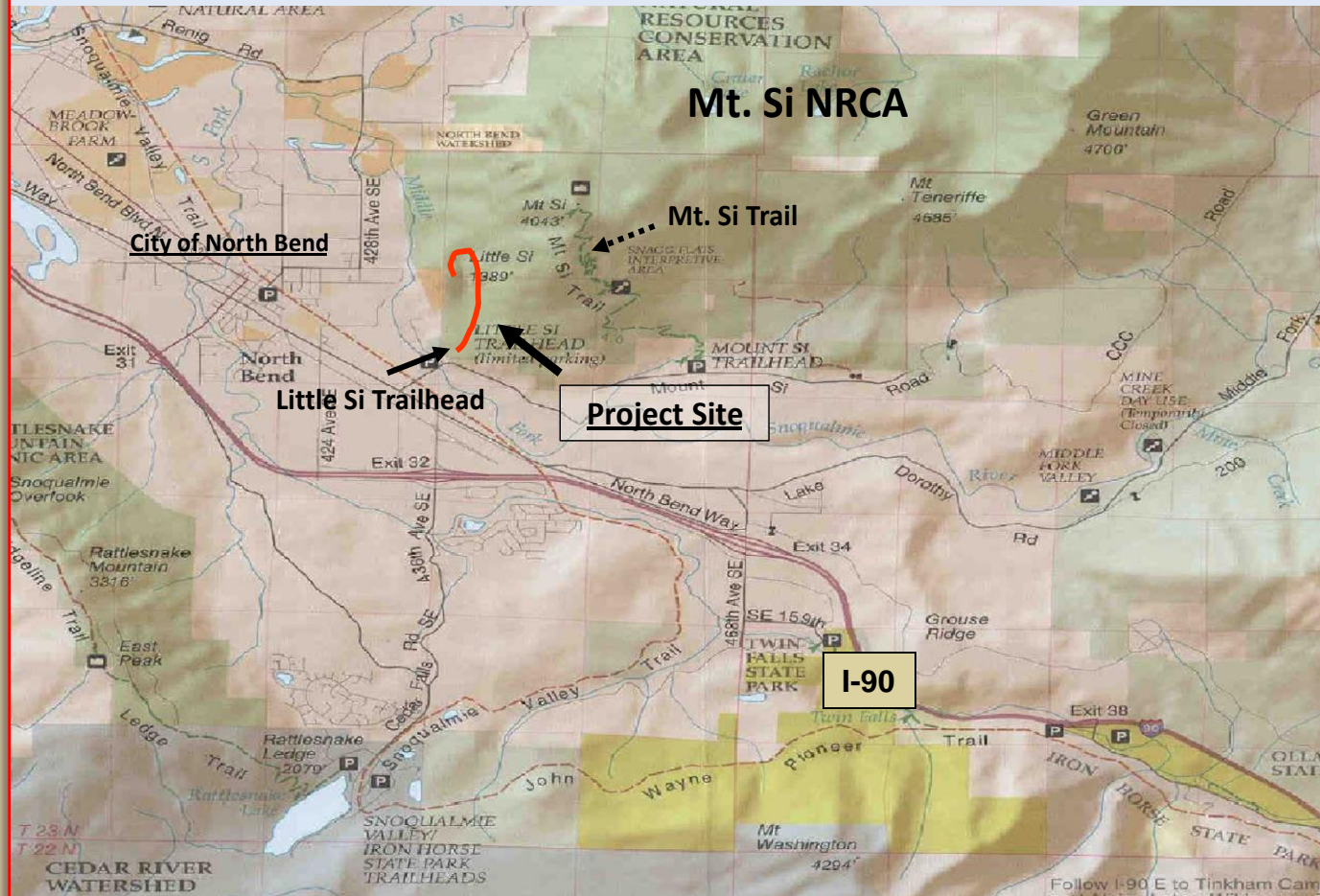
### b. Needs ~ before and after = clearly label

- Representative challenges
- Sample of completed work
- Uncluttered



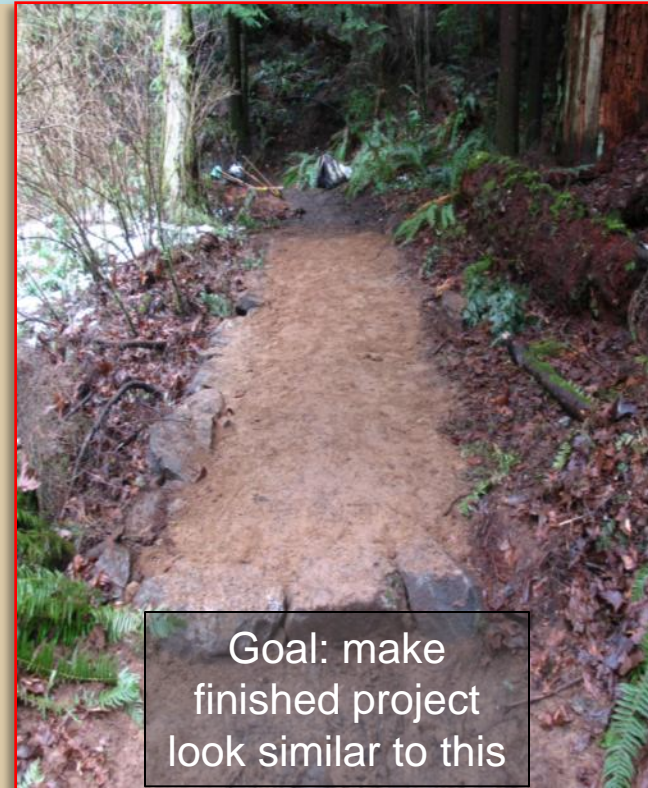
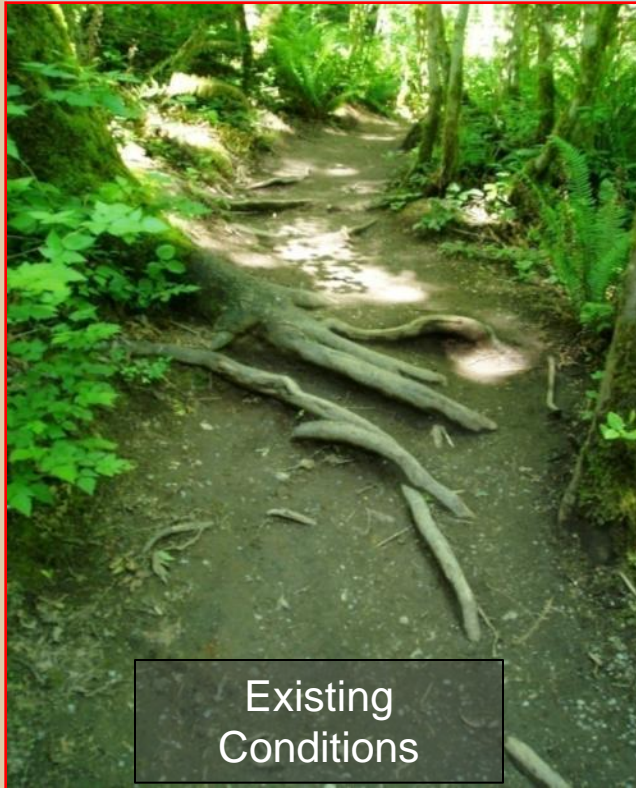
## Little Si Trail Maintenance (RCO #07-1412)

Dept. of Natural Resources





## Little Si Trail Maintenance ~ State DNR



**Exposed roots are a safety hazard  
(RCO #07-1412)**



- Important details, continued

- 7. Cultural resources

- a. What are they?

- Tribal items of religious, ceremonial, social uses
      - Archeological and historical sites
      - Artifacts and traditional areas

- b. Why the concern?

- It's our heritage, it's history
      - The sites are fragile, not renewable
      - It's the law: EO 05-05, NHP Act, etc.



- Important details, cultural resources continued

c. What else should I know?

- Many projects are exempt from review
- For local governments, RCO leads the process (unless on federal land)
- State and federal agencies lead their own reviews
- RCO has 2 flyers with more information:
  - Cultural Resources Program (an introduction)
  - Private Lands and Cultural Resources

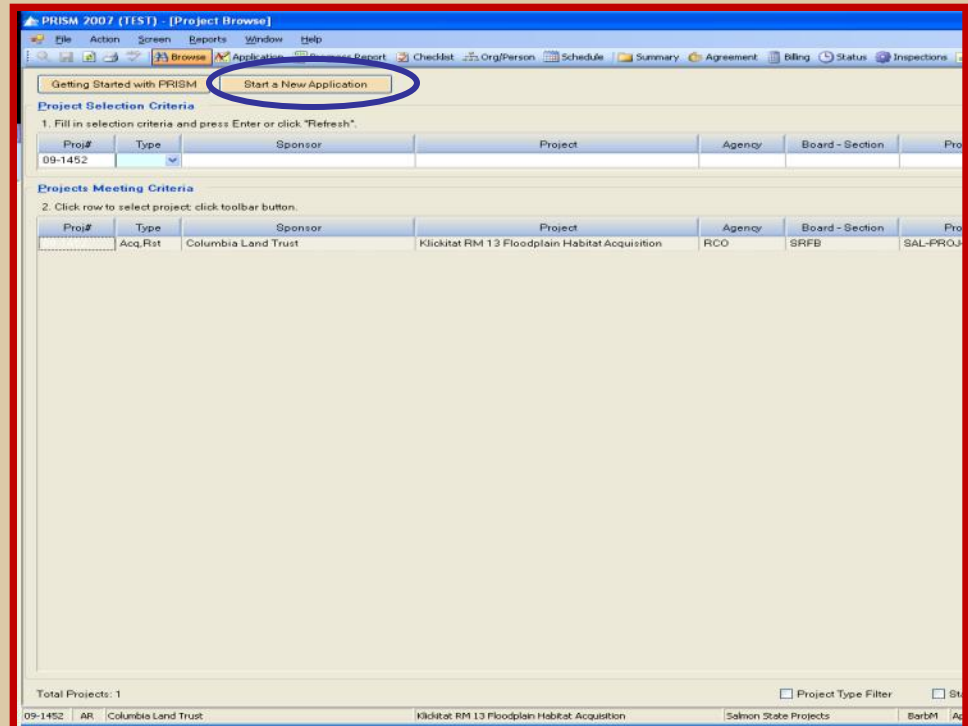


- **Recreational Trails Program project examples**
  - Trail signs, videos and publications to teach trail etiquette, safety, and reducing trail-side environmental impacts
  - Support staff and direct costs to patrol trail areas with a *non-enforcement* trail safety and/or environmental protection message
  - Support for the trail safety-education portion of an exhibition/ workshop (printing, rentals, mileage, salaries and benefits)



- Filling out the application in PRISM

1. “Start a New Application”
2. “Work Site Types,” Work Site Level
3. “Cost Estimate” screen
4. “Metrics” screen





# • Filling out the application, *continued*

**PRISM 2007 (TEST) - [Application Data - Project# 10-1127]**

File Action Screen Reports Window Help

Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections Narrative Admin Console

**Project #10-1127, Lucienne PRISM Example New Metrics**

Workspace Description **Work Types** Estimates Metrics App Questions

Select one or more Work Types that apply to this project. Scroll down to see full list.

**Work Types**

This tab shows all of the Categories and Work Types that are valid for the Program and Project type for which you are applying.

By checking the appropriate checkbox(es), select the Work Types that are included in your project.

<b>Instream Habitat</b>	<input type="checkbox"/> Water Flow Gauges Projects that increase or improve the physical conditions within the stream environment (below the ordinary high water mark of stream) to support increased salmonid population. If Yes, complete C.4.a through C.4.h. <input type="checkbox"/> Beavers The introduction or management of beavers to add natural stream complexity (beaver dams, ponds, etc). <input type="checkbox"/> Channel Reconfiguration And Connectivity Changes in channel morphology, sinuosity or connectivity to off-channel habitat, wetlands or floodplains. This includes instream pools added/created; meanders added; former channel be restored; or, creation of off-channel habitat consisting of side channels, backwater areas, alcove oxbows, ponds, or side-pools. <input type="checkbox"/> Channel Structure Placement Placement of large woody debris, rocks/boulders (including deflectors, barbs, weirs) to collect and retain gravel for spawning habitat; deepen existing resting/jumping pools; create new pools above and/or below the structure; trap sediment; aerate the water; channel roughening; or, promote deposition of organic debris <input type="checkbox"/> Plant Removal/Control The removal or control of aquatic non-native plants, invasive species or noxious weeds growing stream channel. <input type="checkbox"/> Spawning Gravel Placement Addition of spawning gravel to the stream. <input type="checkbox"/> Streambank Stabilization The stabilization of the streambank through resloping and/or placement of rocks, logs, or other on streambank.	irrigation canals and ditches; regulating flow on previously unregulated diversions; or, replacing canals with pipes to reduce water loss to evaporation. Water gauges installed to measure water use
<b>Pre-restoration Acquisitions and Nursery Operations</b>	<input type="checkbox"/> Nursery Operation Projects that purchase restoration structures (e.g. logs) or equipment (e.g. bulldozers) for future habitat restoration projects (i.e. projects that have not yet been designed, planned or proposed); or projects that fund a nursery operation for vegetation that will be used in multiple or unspecified restoration projects. <input type="checkbox"/> Restoration Materials Were plants raised to be used for planting in future and ongoing restoration projects?	Were structures, equipment or materials purchased?
<b>Riparian Habitat</b>	<input type="checkbox"/> Conservation Grazing Management Projects that change areas (above the ordinary high water mark of the stream and within the flood plain of streams) in order to alter the environmental conditions necessary to sustain salmonids throughout their life cycle. [If Yes, complete C.5.a through C.5.i] <input type="checkbox"/> Fencing Alteration of agricultural land use practices to reduce grazing pressure for conservation (e.g., or livestock grazing to minimize impact on riparian areas) <input type="checkbox"/> Forestry Practices / Stand Management Creation of livestock exclusion or other riparian fencing. <input type="checkbox"/> Livestock Exclusion Treating or managing trees and undergrowth in riparian area including prescribed burnings, stand thinning, stand conversions, and silviculture. <input checked="" type="checkbox"/> Plant Removal / Control Removal of livestock from riparian areas by means other than fencing. <input checked="" type="checkbox"/> Planting Removal and/or control (treatment) of non-native species, noxious weeds and other plants or species that adversely affect the riparian zone or water table. <input type="checkbox"/> Water Gap Development Riparian planting or native plant establishment.	Installing a fenced livestock stream crossing.
<b>Site Maintenance</b>	Projects that maintain the functionality of habitat restoration projects. This includes maintenance of the restoration project site such as irrigating or replanting trees that failed to survive.	

10-1127 AR Columbia Land Trust Lucienne PRISM Example New Metrics Salmon State Projects Preapplication Guyot

- Filling out the application, *continued*

PRISM 2007 (TEST) - [Application Data - Project# 10-1127]

File Action Screen Reports Window Help

Application Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections Narrative Admin Console

Project #10-1127, Lucienne PRISM Example New Metrics

Worksite Description Work Type **Cost Estimates** Metrics App Questions

**Navigation**  
Click below to navigate screens:  
Project: Lucienne PRISM Example New Metrics (#10-...)  
Worksite: Example Salmon Site (#1)  
Property: Phish Test Property

Add Worksite Add Property

**Instructions**  
This tab requests all your non-acquisition costs for this worksite. The costs should include both the costs for which you are seeking funding and the costs you will provide as part of your match.

**Selected Categories and Work Types**  
This list shows the Categories and Work Types that were selected on the previous screen.

**Cost Estimate**  
Cost Item - Using the drop-down box, select the cost items that are applicable to the worksite.  
Total Cost - Provide the cost of the cost items selected.  
Description - This field is optional. Use the description field to provide additional information about the cost items that you have selected.  
State and Local Sales Tax - If applicable, enter the estimated state and local sales tax.

**Restoration Cost Estimate**  
Select cost items, enter costs for each. Descriptions are optional.

Cost Item	Total Cost	Description
Planting	\$750.00	Labor and purchase of native plants
General signs	\$1,000.00	Enamel signs
Cultural resources historical documentation	\$600.00	Staff hours
...		

\$2,350.00

Item Cost Subtotal	\$2,350.00	
State and Local Sales Tax	\$100.00	% 4.26
Subtotal	\$2,450.00	
A&E Cost Estimate	\$365.00	% 14.90
Total Restoration Estimate	\$2,815.00	

- Filling out the application, *continued*

PRISM 2007 (TEST) - [Application Data - Project# 10-1127]

File Action Screen Reports Window Help

Application Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections Narrative Admin Console

Project #10-1127, Lucienne PRISM Example New Metrics

Worksite Description | Work Types | Cost Estimates | **Metrics** | App Questions

**Restoration Metrics**  
Use the Work Type tab to change the selected Work Types. Each Work Type has its own list of metrics.

Collapse All

Show Descriptions

**Estimated**

**Category: Riparian Habitat (Metrics: 3 filled)**

Riparian Habitat Funding: Dollars (PCSRF, State and Other Dollars) allocated/spent on riparian habitat projects. (7 digits) (rounded to nearest dollar) \$4,480

Total Riparian Area Treated: Number of miles (to nearest 0.01 miles) of streambank. 3.00

Total Riparian Area Treated: Number of acres (to nearest 0.1 acre). 1,920.0

**Work Type: Planting (Metrics: 2 filled)**

Species Of Plants: Species (scientific) name(s) of plants, text field. Mahonia aquifolium; Symphoricarpos albus;

Acres Planted: Number of acres (to nearest 0.1 acre) planted. 2.0

**Work Type: Plant Removal / Control (Metrics: 2 filled)**

Species of Plants Treated/Removed: Species (scientific) name(s) of plants Rubus armeniacus; Qytisus scoparius; Ranunculus

Acres Treated: Number of acres (to nearest 0.1 acre) treated. 1.5

**Category: General restoration activities**

**Work Type: Restoration signs (Metrics: 1 filled)**

Number of signs installed: 2

**Category: Cultural Resources**

**Work Type: Cultural Resources (Metrics: 1 filled)**

Acres surveyed for cultural resources: 3.00

NOAA Fisheries requires these metrics for projects it funds.

Enter Note View/Edit Note

10-1127 AR Columbia Land Trust Lucienne PRISM Example New Metrics Salmon State Projects Preapplication Guyot TEST 1.0.3

- Filling out the application, *end*

PRISM 2007 (TEST) - [Application Data - Project# 10-1127]

File Action Screen Reports Window Help

Progress Report Checklist Org/Person Schedule Summary Agreement Billing Status Inspections Narrative Admin Console

Project #10-1127, Lucienne PRISM Example New Metrics

Property Description Cost Estimates **Metrics** App Questions

**Navigate**  
Click below to navigate screens  
Project: Lucienne PRISM Example New Metrics (#10...  
Worksite: Example Salmon Site (#1)  
Property: Phish Test Property

Add Worksite Add Property

**Instructions**

**Property Metrics**  
Enter your answer to each metric. You may not leave any field blank. Zero may be a valid answer to some of the metrics that you will be asked.  
You must select at least one answer for metrics that provide multiple choices (example: Yes/No).

**Property Metrics**  
Property metrics are required for each Cost Item selected on the Costs tab.

Collapse All Show Descriptions

**Category: Real Property Acquisition**

**Work Type: Land (Metrics: 4 filled)**  
For fee acquisitions, select the Acreage Type and enter the number of acres to be acquired for each type:

Choice	Acres
<input checked="" type="checkbox"/> Riparian	
<input type="checkbox"/> Lake	
<input type="checkbox"/> Tidelands	
<input type="checkbox"/> Upland	

Identify the Appraised value of any improvements on the property: \$98,000

Mitigation for hazardous substances required: Is mitigation for hazardous substances included in the land acquisition cost for this project?  
☒ Yes ☐ No

Encumbrances that limit proposed uses of the project site.: Select one or more of the following to identify any encumbrances that would limit the proposed uses of the project site.

<input checked="" type="checkbox"/> No encumbrances
<input type="checkbox"/> Covenants
<input type="checkbox"/> Lease back
<input type="checkbox"/> Life estate
<input type="checkbox"/> Restrictions by other funding source
<input type="checkbox"/> Reversionary clause
<input type="checkbox"/> Sharecropping

**Category: Incidentals**

**Work Type: Noxious Weed Control (Metrics: 2 filled)**  
Enter the number of acres treated for noxious weeds.: 2.00  
Select the treatment method to be used: ☒ Mechanical ☐ Chemical

**Work Type: Cultural Resources (Acq) (Metrics: 1 filled)**  
Will there be future impacts to cultural resources.: No

NOAA Fisheries requires these metrics for projects it funds.

Enter Note View/Edit Note

10-1127 AR Columbia Land Trust Lucienne PRISM Example New Metrics Salmon State Projects Preapplication Guyot TEST 1.0.349



### • Summary ~ Maintenance and Education Projects

- Maintenance: the regular upkeep needed to keep a trail open
- Education:
  - In RTP it conveys a trail safety, environmental sensitivity message
  - In BIG it enhances boater education
- Programs: RTP
  - Maintenance and education
  - BIG (education)
- RTP: is your project maintenance or development (handout)
- Graphics: Location map and before-after photos

- For more information
- [www.rco.wa.gov](http://www.rco.wa.gov)
  - Recreational Trails Program (Manual #16)
  - Boating Infrastructure Grants (Manual #12)
  - RCO Grant Manager Assignment Map
- Questions?

